

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MANAGER IV –
 Health Services Liaison

SALARY GROUP: B25

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Chris Black-Edwards, RN

DATE: 09/28/2016

POSITION #: 030230

I. JOB SUMMARY

Performs advanced managerial work administering the daily operations and activities of an agency's programs. Work involves establishing goals and objectives; developing guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Manages the activities of staff in the program areas; plans, implements, coordinates, monitors, and evaluates policies and procedures; oversees the development of guidelines, policies, procedures, rules, and regulations; monitors compliance with policies and procedures; oversees the development and implementation of techniques for evaluating program activities; oversees Utilization Review programs provided through Correctional Managed Health Care committee contracts providing hospital and infirmary discharges and continuity of care; and oversees a complaint processing system for the administration and enforcement of agency rules, regulations, policies, and procedures.
 - B. Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; manages evaluation activities; identifies areas in need of change and makes recommendations to improve operations; and represents the program areas at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees to include Monitoring and Mortality Review.
 - C. Oversees the preparation of management and productivity reports and studies to include clinical monitoring activities; develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary; oversees special investigations, program analyses, internal audits, and research studies; oversees the development, review, revision, and implementation of legislation; and testifies at hearings, trials, and legislative meetings.
 - D. Plans, assigns, and supervises the work of others; provides technical and clinical guidance and oversees responses to judicial and legislative inquiries regarding offender health care needs to include assignments to facilities and programs, participation in programs, and transportation; and oversees the planning, development, and operation of special facilities.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a professional school of nursing accredited by the Texas Board of Nursing and seven years full-time, wage-earning health services administration experience with at least three years of the experience having been earned within the last five years. Experience must include two years in the supervision of employees

or

bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with a major in Nursing or a related field. Five years full-time, wage-earning experience in health services administration with at least three years of the experience having been earned within the last five years. Experience must include two years in the supervision of employees.

2. Correctional health care experience preferred.
3. Governmental agency experience preferred.
4. Must be licensed as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact; must have a current, unrestricted Texas license to practice nursing as approved by the Texas Board of Nursing.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of public administration and management principles and practices.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of state and federal requirements and national standards regarding correctional healthcare.
4. Knowledge of medical classification policies and procedures.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Knowledge of managed health care concepts preferred.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill to review technical data and prepare technical reports.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to establish goals and objectives.
14. Skill to manage program activities.
15. Skill in public address.
16. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.